

## OES-657T:PROPERTY TRANSFER

This form is used to transfer equipment between Law Enforcement Agencies (LEA). Both interstate and intrastate.

- Transfer cannot physically occur until the State Coordinator/LESO have approved the request
- Receiving Agency needs to provide writing justification explaining how this equipment will be utilized

### Follow the steps below when completing the 657T

|                                       |  |
|---------------------------------------|--|
| Releasing Agency Name                 | Name of agency transferring equipment  |
| ATTN (POC)                            | First and last name of officer transferring equipment (has to be a screener)   |
| Street Address                        | Address of LEA transferring equipment  |
| City, State, ZIP                      | City, state, and zip of LEA transferring equipment   |
| Phone#                                | Phone # of officer transferring equipment  |
| Fax #                                 | Fax number of officer transferring equipment   |
| E-mail                                | E-mail address of officer transferring equipment   |
| Signature                             | Signature of officer transferring equipment  |
| Date                                  | Date form is submitted   |
| Property approved by S/C for transfer | Leave that entire block Blank  |
| Receiving Agency Name                 | Name of agency receiving equipment   |
| ATTN (POC)                            | First and last name of Officer receiving equipment (has to be a screener)  |
| Street Address                        | Address of LEA receiving equipment   |
| City, State, ZIP                      | City, state and zip of LEA receiving equipment   |
| Phone#                                | Phone # of officer receiving equipment   |
| Fax #                                 | Fax number of officer receiving equipment  |
| E-mail                                | E-mail address of officer receiving equipment  |
| Signature                             | Signature of Officer receiving equipment   |
| Date                                  | Date form is submitted   |
| LESO Use Only                         | Leave that entire block Blank  |
| Item Number                           | Line number  |
| Item description                      | Nomenclature of the equipment  |
| NSN (National Stock Number)           | Is located on the 1348 form, block 25  |
| DTID                                  | Is the TID number at the bottom right hand corner of the 1348 form   |
| DOC #                                 | Is located on the 1348 form, block 24  |
| Transfer Qty                          | Number of equipment been transferred   |
| Releasing Agency Signatures           | Leave blank (to be signed on the day equipment is transferred after request for transfer is approved by the State Coordinator and LESO). |
| Date Released                         | Leave Blank (to be signed the day equipment is transferred after the approval of the state coordinator and LESO)                         |
| Receiving Agency Signatures           | Leave blank (to be signed the day equipment is transferred after the approval of the State Coordinator and LESO).                        |
| Date Received                         | Leave blank (to be dated the day equipment is transferred after the approval of the State Coordinator and LESO).                         |
| Equipment Explanation                 | Receiving agency has to justify use of equipment   |